



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	CFC-2015-09-CO
Position Title:	Management Analyst
Open Date:	November 17, 2015
Close Date:	December 18, 2015
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-28 (\$61,084 - \$99,319) Promotion potential up to CL29
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The Management Analyst is in the court's Clerk's Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent will conduct research, review, analyze and audit data, and develop a variety of organizational, financial, budgetary, statistical, and/or operational reports for the purpose of analyzing operations, administering budgets, improving operations, and providing recommendations to senior management.

No relocation expenses will be paid.

General Experience:

- Collect, review, audit, and analyze data and information, such as court operations and activities, budgetary and financial data, and other similar statistical data. Develop a variety of reports based on historical and current data, including statistics on court operations, revenue and expense projects, and similar information.
- Research budget or operation questions, problems, trends, and area for efficient/improvement related to the data being developed and analyzed. Conduct work measurement and work productivity studies.
- Assist with preparing overall budget plan. Perform data analysis and conduct modeling based on different scenarios. Recommend reprogramming actions to cover projected shortfalls.
- Respond to requests for information and clarification from department representatives regarding the budget, operational data, or related information. Review expenditures of departments to ensure compliance with budget. Collect, review, analyze and maintain records of actual operating expenses and revenues to compare with estimated budget.
- May advise managers, executives, or judges and may serve as project manager on special initiatives on any or all of the following matters: organizational structure, court operations, emergency continuing

operations, process improvements, budget, procurement, personnel, property management, and other related issues.

- May perform internal reviews and/or other data quality review for operating units.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Required Qualifications:

To qualify at the CL 28 level: Two years of specialized experience, including at least one year equivalent to work at CL-27.

Specialized Experience: Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Preferred Qualifications:

- A bachelor's degree from an accredited four-year college or university, preferably with a degree in public administration, business administration, social sciences, or related field.
- Five (5) years progressively responsible administrative, professional, investigative, technical, or other responsible work which provided an opportunity to gain:
 - General knowledge of management practices and administrative processes.
 - Skill in dealing with others in person-to-person work relationships.
 - The ability to exercise mature judgment.
- Five (5) years progressively responsible experience in administrative, supervisory, or professional work, which provided an opportunity to acquire a thorough knowledge of basic concepts, principles, policies, and theories of management.
- Experience with court operations management. Knowledge of policies and procedures as set forth in the *Guide to Judiciary Policies and Procedures*. Knowledge of resources available from the AO and FJC to achieve the mission of the court. Understanding of court culture, and the complex organizational dynamic and uniqueness of the Federal Judiciary.
- Advanced ability to conceptualize complex management problems and solutions, and must be able to articulate them clearly, succinctly, and effectively, both orally and in writing.
- Advanced ability to self-manage workload, to work efficiently and effectively, to take increasing responsibility for work product, to be self-motivated, to respond quickly to expedite matters, to meet deadlines, and to accommodate demands for increased productivity.
- The court requires employees to adhere to the *Code of Ethics and Conduct for Judicial Employees*.

Benefits:

10 holidays - 13-26 days annual leave (increases with service) - 13 days sick leave - Federal Employees Retirement System - Thrift Savings Plan - Commuter Benefit Program/Metro Transit Subsidy Program - Flexible Spending Accounts - Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

- Ensure that your application package contains the following required documents:
- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resume**
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references with name, affiliation, and contact information;**
- **Salary History for prior three (3) years;**
- If a current Federal Civilian Employee - **your latest Personnel Evaluation and your latest SF-50;**
- If a current or recently discharged or retired military member - **your latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214; and**
- **All documents must be in PDF format and are to be E-mailed as a single attachment. Zip files and faxes will not be accepted.**

Send the application package as a single file in Adobe PDF format to: uscfcjobs@ao.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.